

## Handout 7-4: Stafford Act Declaration Process

<b>Requesting Stafford Act Assistance</b>	
<b>FEMA/Federal and State/Territorial and Tribal representatives complete a Preliminary Damage Assessment (PDA).</b>	<p>The PDA:</p> <ul style="list-style-type: none"> <li>Documents the impact of the event and estimates initial damage.</li> <li>Establishes a foundation for the Governor/Tribal Chief Executive to request assistance.</li> <li>Provides background for FEMA's analysis of the request.</li> </ul>
<b>The Governor/Tribal Chief Executive requests assistance.</b>	<p>The request, by law, must:</p> <ul style="list-style-type: none"> <li>State that the Governor/Tribal Chief Executive has taken appropriate action and directed execution of the State/Tribal emergency operations plan.</li> <li>Certify that the incident is of such severity and magnitude that State/Tribal government and local resources are inadequate.</li> <li>Include a damage estimate.</li> <li>Describe the State/Tribal and local resources committed to response and recovery.</li> <li>Describe the assistance being requested and agree to cost-sharing provisions.</li> </ul>
<b>FEMA reviews the request and makes a recommendation.</b>	<ul style="list-style-type: none"> <li>The request is addressed to the President through the FEMA Regional Administrator.</li> <li>The FEMA regional office completes its analysis and recommendation.</li> <li>FEMA Headquarters reviews to ensure the request meets Stafford Act requirements.</li> <li>The FEMA Administrator then recommends a course of action to the President.</li> </ul>
<b>The President makes a major disaster declaration, if warranted.</b>	<ul style="list-style-type: none"> <li>The President decides whether to declare that a major disaster exists.</li> <li>If a declaration is issued, assistance is made available under the Stafford Act.</li> </ul>